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Chief, Management Staff

15 August 1958

Acting Chief, Records Management Staff

Weekly Report for Week Ending 13 August 1958

1. Contributionsa. Tangible

- (1) Approved and designed five revised and seven new forms, one of which will replace five "bootleg" Logistics forms. ✓
- (2) Recommended cancelling a request for \$7,500 worth of 12 part specialty forms for the Executive Registry. Recommendation accepted. ✓
- (3) Recommended cancelling a purchase order of \$4,825 for 6 5-drawer legal cabinets, based on an expected turn-in of 100 cabinets from the Office of Security shelf file installation. Recommendation accepted.
- (4) Received 342 cu. ft. of inactive records at the Records Center from six offices. Of this volume, 253 cu. ft. were from OCB, attesting to the results of its files cleanup campaign. The Center disposed of 68 cu. ft. of records. The average receipt-disposition ratio since 1 January is 202:100.

b. Intangible

- (1) Commented on two employee suggestions for improving Agency files. One suggestion requires further study; the other is already in effect.

2. Assignments - Active

- a. Forms in Process - Fourteen new and eleven revised forms are under review. ✓
- b. Forms Management Survey, Printing Services Division. ✓

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- c. Reduction in [REDACTED] requirements, ^{of forms} Printing Services Division. ✓
The machine listing of forms used overseas is ready for distribution through a Notice being developed by the Office of Security.

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- d. Revision of Travel Order.
 - e. Revision of Chain Envelope and Courier Receipt.
 - f. Audit and Revision of Records Control Schedules.
 - (1) Office of Training - Entire schedule approved by DTR.
 - (2) General Counsel.
 - (3) Medical Staff
 - g. Subject-Matter File Installations, Personnel Procurement Division - Completion of files in Specialized Recruitment Branch brings the total to 11 of 26 potential installations.
 - h. Shelf File Installations
 - (1) Medical Staff
 - (2) Acquisitions Branch Library/OCH.
 - (3) Map Library Division/OCH.
 - (4) OF Official Personnel and Applicant Files.
 - (5) Office of Security.
 - i. Files Closing Campaign - Pilot campaign in OCH is proving effective. (See "Contributions - Tangible.")
 - j. Occupation of Records Center Addition - Completed moving 10,222 cu. ft. of records to the addition and re-locating 5,639 cu. ft. of DD/P records in the original building.
 - k. VII Program - The DD/I Vital Materials Committee is rounding out Phase Two of its work, that of determining realistic retention periods for finished intelligence publications of common interest selected for deposit during Phase One. Finished intelligence requires about one-third of the four and five drawer cabinets in the Repository.

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Mgt/S/RMS/JF :fjm (15 Aug '58)

xxs

Distribution:

Original - Addressee

- 1 - Mr.
- 1 - Sanitized
- 1 - Miss

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1 - Miss

1 - Mr.

Approved For Release

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- 1 - RSM (Reports 1 July - Dec 1958)
- 1 - Tickler

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